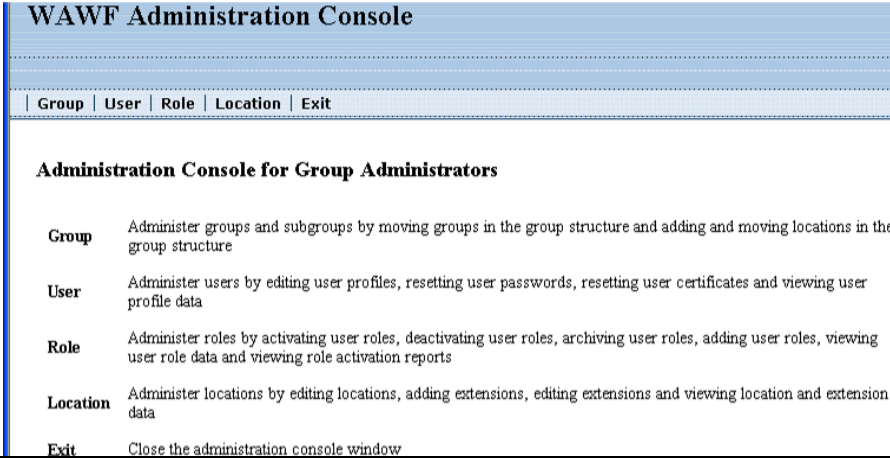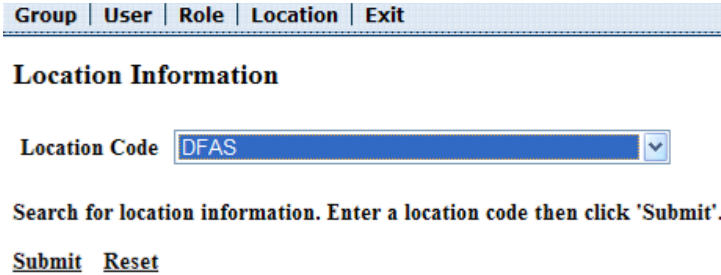# Location Codes

Overview The GAM can review the location codes belonging to specific groups by using the Administration Console. This functionality allows a GAM to select a group name which populates a listing of all location codes that can be found under the selected group. Any extensions associated with a location code can also be viewed within this link. Additionally, the GAM can also view and edit the email addresses associated with these locations codes.

Procedure Follow the steps below to work through the Location Code capabilities.

Step	Action
1	After Logon, click on the Administration Console link at the top of the screen.
2	Select the **Location** link at the top of the screen.
3	Select a **Location Code** from the drop-down menu. Then click the **Submit** button.

Location Codes

Procedure (continued) The steps below are continued from the previous page.

Step	Action
4	On the search results screen the GAM can View the Location Information (Step 5), Edit the email addresses (Step 6), and view any extensions to the location code (Step 7). **Location Information** Locations Found: 3 | Item	Location▲	Type	Email	Actions
------	-----------	------	-------	---------
1	HQ0105	DoDAAC	hq-wawf@dfas.mil	View | Edit
2	HQ0351	DoDAAC	wawf_undel@ecedi.nit.disa.mil	View | Edit
3	HQ0448	DoDAAC	hq-wawf@dfas.mil	View | Edit | Extensions	 10 ▼ Resize 3 items found, displaying 1 - 3.
5	By selecting the View link the GAM can see what email addresses are set-up to received messages from WAWF when that Location code is used. **Location Information - View** 	Location	Type
----------	------
HQ0105	DoDAAC	 	Primary Organizational Email	Email Settings
------------------------------	----------------
hq-wawf@dfas.mil	All Emails	 	Secondary Organizational Email(s)	Email Settings
-----------------------------------	----------------
	All Emails
	All Emails
	All Emails | Click 'Edit' to go to the edit page, or click 'Return' to return to the previous page. Edit Return

Location Codes

Procedure The steps below are continued from the previous page.
(continued)

Step	Action
6	The edit link, which can be selected by the search results screen and the view screen, allows the GAM to add, remove, or edit the email addresses for the location and identify what type of email messages that address will receive. **Location Information - Edit** Location (DoDAAC/CAGE/MAPAC) HQ0105 Primary Organizational Email * Email Settings * hq-wawf@dfas.mil All Emails Secondary Organizational Email(s) Email Settings All Emails All Emails All Emails Edit the location information then click 'Submit' to save the changes, or click 'Return' to previous page. Submit Return
7	By selecting the extensions link, a page will display a listing of the extensions that have been added under that code. The GAM can view and edit email addresses for extensions the same way as for a location code. **Extension Information** Location: 207ME3 Extensions Found: 1 | Item	Extension ▲	Email	EDA Access	Actions Add
---	---	---	---	---
1	GREG	wawfgov@dcma.mil	Y	View | Edit	 10 Resize 1 items found, displaying 1 - 1. Please select an extension. Return